



Parent Handbook

Revised 2020

Rosewood Learning Center

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Contents

History, Mission Statement, philosophy	Pg. 3
General Information, Programs, Enrollment	Pg. 4
Updating Enrollment Records	Pg. 5
Confidentiality, Curriculum, Daily Schedule	Pg. 5-6
Free Play, Outdoor Play, Weather for Play	Pg. 6-7
Ozone Alert, Thunderstorm, Play Clothes, Nap/Rest Time	Pg. 7
Multimedia, Weapon/Violent Play, Pets, Assessments, Parent/Teacher Conferences	Pg. 8
Assessment Portfolio, Field Trip	Pg. 8
Meals/Snacks, Food Allergy Action Plan	Pg. 9
Arrival and Departure, Attendance, Tracking Procedure	Pg. 9-10
Supervision	Pg. 11
Health and Safety Policies	Pg. 11-12
Notice of Exposure & Reporting Disease, Handwashing	Pg. 12-13
Medications/Ointments, Storage and Administration of Medications	Pg. 13-16
Physicals & Immunization Records, Documentation of Accidents, Allergies, Special Health Care Needs	Pg. 16-17
Emergency Medical/Dental Procedure, Tobacco Use	Pg. 17
Access Policy, Guidance Strategies, Misbehavior, Responding to Misbehavior	Pg. 18-20
Biting Policy, Disenrollment, Adult Conduct, Mandated Reporting of Abuse, Home and School Partnership	Pg. 20-22
Parents Participation, Program Evaluations, Questions/Concerns	Pg. 23
Rates & Fees, Meals	Pg. 23-24
Emergency Procedures, Weather Related Closings, Missing/Abducted Child, Power Failure	Pg. 25-26
Custody Situations	Pg. 26-27
Center Parent Information	Pg. 27
Ending Note	Pg. 28

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Owner/Director



My name is Vicky Rose, I have been providing a home-based preschool since 1992 and have been teaching preschool for the past 28 years. I have an Associate degree in Christian education from Berean Bible College and a B.A degree in Early Childhood Education/Church Ministry from Liberty University. I have certification in Administration in Education, Curriculum development, CPR & First aid. I am currently continuing my education through Liberty toward a master's in Curriculum Development. I have a great love for education and teaching preschool is my passion. I love to see and be a part of the learning progress of children. There is no greater joy than experiencing a child understanding a new concept or learning to read their first words. Loving children, being a positive part of their lives and sharing the love of Jesus is what being a preschool teacher is all about

History

Rosewood Learning Center, formally Teddy Bear Preschool, started as a home-based preschool program in July 1992, which consisted of two rooms in my Beavercreek home. We later moved to Jamestown, Ohio in 2002 and the preschool expanded to 3 rooms; a classroom, playroom and large motor skills room. We provided preschool for 6 students, 4 different sessions, Monday, Wednesday, Friday and Tuesday, Thursday am and pm classes. I could no longer meet the needs of the families without considering expanding my preschool area and obtaining a license for 12.

In December 2017 we were given the opportunity to move to a building and provide preschool on a much larger scale. We custom designed our center, with 3 classrooms, a kitchen, large motor skills room, nurse's station and resource room. We changed our name from Teddy Bear Preschool to Rosewood Learning Center and are offering more than preschool. We will be providing before and after school care, enrichment classes for kindergarten students, extended care for our preschoolers, Tutoring services, summer program, evening classes for both adults and children such as art, drama, cooking, and dance. We are excited to give back to our community in a greater way.

Mission Statement

At Rosewood Learning Center, we are committed to making every day a productive day for each child enrolled in Rosewood. Rosewood will provide a place for your children to learn about themselves, their friends, and the world around them. We believe in the value and uniqueness of each child we serve. Our childcare experience is designed to promote each child's own individual social, emotional, physical, spiritual, and cognitive development. As care givers and educators, our mission is to provide a safe and developmentally appropriate learning environment, which fosters a child's natural desire to explore, discover, create, and become a lifelong learner.

Philosophy

Our program is built around the concept that children are born ready to learn. As educators, we strive to create a learning environment that is safe, stimulating and encouraging. We want to be a home away from home for your child where they feel loved and accepted. We are a faith-based program.

General Information

Rosewood Learning Center Contact Information

Owner/Director- Vicky Rose- rosewoodlearningcenter@gmail.com 937-872-9032
88 Seaman Drive, Jamestown, Ohio 45335

Rosewood Learning Center is open Monday-Friday from 6:00am-6:00pm year- round.

The Preschool program will follow the Greeneview school schedule.

Extended care will be closed for the following holidays:

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving (2 days)	Christmas (3 days) 24/25/26
2 in-service days for staff development	Good Friday	

Preschool class-

Am class- 9:15am-12:15pm, Full day preschool is 9:15am-2:45pm

Programs

Barn Yard Buddies	2 ½ -3 years of age
Jungle Jammers	Pre-kindergarten
Woodland Wonders	Pre-kindergarten
Creative Critters	3/4 years of age- Extended Care
*Childcare available for Preschool	
Before & After school	Kindergarten- 4th grade

Tutoring- pre-kindergarten-4th grade

Summer program 2 ½- 4th grade

Children's Enrollment and Health Information:

To Enroll a child in the center each parent, guardian, or parent designate must:

1. Complete and submit the required forms
2. Participate in a preadmission interview.
3. Participate in a preadmission orientation visit.

Each child attending the program will be required to have an annual medical examination. **The Child's Medical Statement must be on file at the center within thirty days of the child's date of admission, and annually thereafter.** The medical statement must include a record of the immunizations that the child has had, specifying the month, day and year of each immunization. The medical provider must also verify that the immunizations are up to date as recommended by the Ohio Department of Health (ODH). A statement from the medical provider of any immunization exemptions is also required upon enrollment.

The parent/guardian is also required to complete the Child Enrollment and Health Information form prior to the child's first day of attendance. On this form, the parent/guardian must grant permission for the program to transport in the case of an emergency or the program has the right to refuse enrollment of that child. This form will need to be updated annually or as needed if the information has changed.

As required by the Ohio Department of Health. Ohio State law makes provision for non-vaccination of children whose parents object to vaccines for medical, religious or philosophical reasons. However, in the event of an outbreak of any disease listed on the immunization exemption form, children without required vaccinations will be subject to exclusion from the center and/or classroom for the duration of the outbreak. The action is necessary not only to protect the child, but the remainder of the students and faculty of the center.

Updating Enrollment Records

Each fall, Rosewood Learning Center completes an audit of enrollment records. At the end of this audit, families will be notified if anything needs to be updated. Some forms must be updated every year, including Emergency Contact and Medical Consent form. Most forms may be completed electronically. Other records must be updated throughout the year, such as physicals and immunization records. When visiting your child's physician for a yearly "well-child" appointment, please request a copy of your child's physical and most recent immunization record. You may bring a copy in or add them electronically.

In addition, any time a family's information changes such as address, place of employment or health insurance provider, a new Emergency Contact and Medical Consent form must be completed.

Confidentiality

Confidentiality is a top priority for Rosewood Learning Center. Personal information of families and staff will not be shared for any reason without prior written consent of the individual. When discussing a child's activities and friends in the classroom, only first names will be used. In situations regarding behavior problems and /or accident reports, names of children involved will never be given to families.

Curriculum

Curriculum at Rosewood Learning Center includes the child-initiated and teacher-directed activities and experiences offered to young children that support and enrich their development physically, emotionally, socially, spiritually, and cognitively. Rosewood Learning Center uses Bob Jones, Abeka, ACSI and Montessori as guides for planning the curriculum in all four classrooms. Each classroom has weekly lesson plans posted in the classroom. These plans contain several activities designed to foster each child's development and development of the group. Lesson plans may be changed to accommodate the children's changing interests.

Each classroom is setup with centers, which include blocks, dramatic play, books, gross motor skills, fine motor skills, and art. Outdoor play is important to a child's physical development and must be included in both the morning and afternoon sessions. Self-selected or "free play" is a daily part of the curriculum and means a child can choose which center or activity he/she participates in. This promotes creative expression and development of important skills.

Daily Schedule /Activities

The classroom teachers work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small groups, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities.

Sample Daily Schedule: *Daily Schedules will vary by classroom.

6:00-8:00 – arrival- free play activities, breakfast served at 6:15am-7:15am

8:00-8:30 – restroom break, before and after school children preparing for bus pickup – continue free play activities for other children.

8:50-9:30 – arrival of a.m. preschool students- free play activities

9:30-9:45 – Morning snack, circle time, Music, Bible time

9:45-10:45- Instruction time- phonics, math, Learning Centers

10:45-11:45 – Science, Language Development, Social Studies- Art

11:45-12:15 – recess, transition- time for pick- up for a.m. preschool session.

12:15-12:45- Lunch time for children in all day preschool

12:45-2:45- all day preschool children- nap/rest time – quiet activities for those children not napping

2:45-3:00 - snack time pickup time for preschool full day program.

3:30-3:45 before & After school children drop off from elementary school-

3:45- snack time for after school children.

3:45-5:00- Free play activities, small group activities, Indoor/outdoor Large Motor play
Homework for elementary children.

5:30-6:00 free play quiet activities, departure

- Restroom and handwashing will take place throughout the day as needed.

Staff/Child Ratio and Group size

Room	Program Ratio	State Ratio	Group Size
2 ½-3	1:8	1:8	8
3's	1:12	1:12	12
Pre-kindergarten	1:14	1:14	14
School Age	1:16	1:18	14

The program schedules staff to operate at accreditation ratios and strives to maintain the optimum ratios throughout the day. Certain circumstances may require operation at state ratios for a limited period.

Consistency from day to day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines, restroom and handwashing; and transitions.

Free Play

“Free -play” activities are incorporated into the morning and afternoon schedule. During free-play, teachers actively participate with the children by asking questions about what they are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free play is another opportunity for a child to grow socially through the development of relationships.

Outdoor Play

Outdoor play is incorporated into the daily schedule for both the morning and afternoon. There is less structure in an outdoor learning environment; however, staff members actively engage in activities when prompted by the children. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors because they are engaged in fewer teacher-directed activities and more child-directed play. Children can choose their friends and who to interact with.

Children will go outside year-round, including winter. Only during extreme weather conditions will the children remain indoors. Indoor play will be substituted if the weather is too hot or cold to play outdoors.

It is important for parents to send their children in appropriate clothing and outerwear for the weather conditions (e.g., coat, snow-pants, boots, gloves, etc.) **Please label all articles of clothing with your child's name.** Rosewood has a few extra hats and mittens, but not enough for every child. If your child is not dressed appropriately for the weather, he or she may have to remain inside. Please ask your child's teacher if you have a question about weather- appropriate clothing.

Weather Guidelines for outdoor play:

Children will play outdoors in suitable weather which is considered between 25-90 degrees Fahrenheit. Children are encouraged to get plenty of water to replenish body fluids before going outside, during and after returning to the building.

- Parents need to provide a water bottle labeled with their child's name
- Parents are encouraged to provide non-aerosol sunscreen

- Staff will limit the amount of running that the students engage in
- Staff will allow a ten-minute cool down period once the students return to the building
- Staff will warn children that playground equipment maybe too hot to touch
- Staff have been trained to recognize symptoms of heat related health problems

Ozone Alert: Ozone alert situations will be monitored. Time outside will be restricted to half its normal length in an orange level ozone alert. Parents must provide the Center with written information if a child has a condition that makes them more sensitive to heat or ozone conditions.

Thunderstorm: Staff will postpone outdoor activities if a thunderstorm is imminent. If caught outside during a thunderstorm, staff will move children to a sturdy shelter. Staff will take the children indoors immediately after seeing lightning or hearing thunder.

Play Clothes

Please send your child to Rosewood in comfortable play clothes and shoes. Play is usually active and often messy; comfortable, washable clothes are important if your child is to participate fully in the program. Outdoor play is scheduled every day as an essential part of our planned curriculum. We expect all children to be dressed appropriately for both indoor and outdoor activities

All children occasionally get their clothes wet or have a toileting accident. Whenever this occurs, it is best to change the child into an extra set of clothing provided by the family. Your child's teacher will request that you bring a complete change of clothing, including underwear, to be kept at school and replenished as needed. Due to health reasons, if a child soils their underwear, it may be thrown away. Please be sure to clearly label all items of clothing.

Nap/Rest Time

Ohio Department of Job and Family Services requires that all children staying for the full day be provided a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period. The length of time a child should have to remain resting varies from child to child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided alternative quiet activities if unable to rest.

Children will need to have a crib size sheet, travel pillow with pillowcase and a blanket for nap time. These items should be clearly marked with your child's name. These items will be sent home weekly to be laundered and must be returned the following week. Children may bring a familiar item from home to use during nap/rest time, such as a small blanket or stuffed animal. These items will be stored in your child's cubbies; there is limited space for storage of such items. Please take this into consideration when deciding which items to bring. All items must be clearly labeled with your child's name and will be sent home to be washed weekly.

Multimedia

The use of multimedia in our program is an extension of the teaching and learning that takes place in our classrooms. Teachers may select movie, television, and computer game titles based on themes. Children are not required to view part or all a video or show, or to play the computer games. Instead, the activity is offered as one of several centers. All multimedia must have a rating of "PG" or "E" and must possess an educational theme. Children are limited to a specified amount of time per week they may use or view multimedia.

Weapons/Violent play

There is a policy of allowing no weapon play at Rosewood. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including fingers, hands, or

blocks. Redirection will be used when a child is engaging in weapon or violent play. If a child brings a weapon to Rosewood, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons.

Competitive behavior is minimized in our programs. In young children, competition often increases negative behavior and decreases acceptance of others. Bullying is not considered acceptable behavior; all efforts will be made to guide children in finding appropriate ways to interact with others.

Pets & Visiting Animals

Staff may introduce a pet to visit the classroom. Pets/visiting animals that are brought into the classroom must be carefully considered for their temperament, health risk, and appropriateness for young children. No animal may be brought into Rosewood without first notifying and receiving permission from the Director/Assistant Director. Once approved pets/visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal is fully immunized and that the animal is suitable for contact with children.

Assessments

Assessment Toolbox, POCET (Excelligence Learning Corporation) is the assessment tool used by the programs to evaluate and track each child's individual development during their time at Rosewood. It is an ongoing assessment system, meaning that teachers are continually watching, observing, and documenting each child's development. The same tool is used from K2-Pre-K, to allow a more complete picture of your child's development. By tracking a child's development, our teachers can plan activities that are appropriate for each child's development abilities.

**We currently do not report assessment data to ODJFS.*

Parent-Teacher Conferences- Parent-teacher conferences will typically be held twice per year, as well as each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into the child's development and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

Assessment Portfolio – A permanent assessment portfolio will be kept for each child and passed to the next teacher when a child transition. Assessment portfolios will contain a variety of items, including photographs, examples of artwork, assessment profiles, and parent-teacher conference forms. When a child leaves Rosewood, the assessment portfolio will be given to the family.

Field Trips

Rosewood offers a variety of experiences both away and at the center. Field trips require a "Field trip Permission Form". Parents will be notified at least one week in advance of a trip. If you do not wish for your child to participate in a field trip, please find alternative childcare arrangements for that day, as we will not have staff available to stay behind with children not participating in the field trip. Some field trips will be designed for individual classrooms and age groups. Parents/Guardian must transport and accommodate their child. Rosewood does not currently provide transportation.

As a participant in our program, your child may participate in short, unannounced field trips including walks on the bike path; trips to a nearby playground; library and local businesses. Teacher-ratios are maintained always. A permission form for these types of outings must be completed at the time of enrollment.

Meals/Snacks

At Rosewood Learning Center, children are provided a nutritious breakfast, am snack, lunch, and pm snack. Rosewood follows the nutritional guidelines established by the USDA. Menus will be posted on the bulletin board near the main entrance. You may request a copy to take home if you would like or the menu can be downloaded from our website.

Breakfast will be served at 6:15 -7:15am. Am snack will be served at 9:30-9:45am. Lunch will be served at 12:15pm.

Pm snack will be served at 2:45pm- afterschool snack- 3:45pm for children attending the before and after school program.

Children will be encouraged to sample all foods that are offered but will never be forced to eat. Please inform your child's teacher if your child cannot eat certain food or has dietary needs (e.g. vegetarian, vegan, lactose intolerant). For dietary restrictions you may be asked to provide food from home for your child.

Children are welcome to bring in special treats to celebrate a birthday or holiday. Due to various food allergies and dietary restrictions, we recommend supplying store-bought snacks still in the original packaging. A list of healthy snack options approved by the USDA is available from the Director.

Food Allergy Action Plan

If your child has a food allergy, please complete a Food Allergy Action Plan form, available in the office. This form will be posted in your child's classroom, as well as in the kitchen area. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Plan as well.

Arrival and Departure

We discourage the use of cell phones during the arrival and /or departure times when you are in the center.

Arrival- Parents are required to accompany their child into the center and to sign their child in on the kiosk by the office. Parents should also speak with the teacher in the classroom, if only briefly. Your child will not be permitted to leave the program unless the person you have sent has the proper identification and is listed on the Child Release Authorization form. The authorized person must be at least 16 years of age. If someone is picking up the child and is not listed on the Child Release Authorization form, the parent/guardian must give a written and/or verbal authorization to the center for that person to sign out the child. This authorization must include the name of the person picking up, the relationship to the child, and the length of time that the person will be responsible for the child. A verbal authorization on voice mail is not acceptable and the parent/guardian must speak to staff person directly. The person picking the child up must also provide a picture I.D.

Most children go through periods of difficulty with separating from their parent(s). This is common and developmentally appropriate. Try these tips for a successful drop off:

- Establish a regular, predictable routine. Whether you have a kiss and a hug and go, or help your child put his things in his cubby first, do it the same way every day. What often makes separating stressful for children is the uncertainty. If your child can predict what will happen, the separation won't be as difficult.
- Separate once. If you come back into the classroom again and again, it will increase your child's stress. Remember the moment of separation is the worst part for your child, so doing it more than once makes it more stressful for your child.
- Be reliable. Return when promised. Children who are picked up later than expected may have more difficulties separating. Phrase the time in terms your child will understand. For example, you will be back after snack time or before nap time.

Departure

Rosewood closes at 6:00pm Monday-Friday. If you will be late picking up your child, please provide us with as much notice as possible. Please note that there will be a late fee for arriving after 6:00pm. If someone we are not familiar with is to pick up your child, it is essential that you inform your child's teacher in advance of the pick-up. This person must be listed as an authorized person on the Emergency Contact and Parent Consent form. Remind the authorized person that they may be asked for identification such as a driver's license to ensure your child's safety. Even if the individual has picked up before, he or she may still need identification if the teacher in charge has never met him or her. Be sure to say goodbye to your child's teachers so they know you are leaving. Sign your child out on the kiosk by the office. Once you are reunited with your child and are departing, Rosewood Learning Center is no longer responsible for your child. **For safety reasons, please do not let your child run ahead of you inside or outside of the building.**

If the parent or the designated adult arrives at the center intoxicated or poses some other type of safety risk, the child will not be released from the center with that individual and a supervisor will be notified. The staff person or supervisor will contact another parent or adult listed on the emergency contact list to arrange for alternate transportation including possible transport by a taxicab service. If this transport is not possible and the parent or other designated adult does not comply, the child will be released, and the staff person will get the license plate number of the vehicle and the local police department will be contacted.

If parents do not arrive to pick up their child from the program, staff members will first try to contact the parents using all phone numbers provided on the Emergency Contact and Medical Consent form. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contact persons, the Director /Assistant Director will be notified, and she will then notify the Department of Human Services and/or the Police Department.

Attendance

Regular attendance is strongly encouraged for the benefit of the child as well as the classroom. If your child will be absent, please call the center by 8:45am so your child's teacher may make accommodations to the lesson plan.

If your child will be absent for an extended period (more than 2-3 days), the center must be notified in writing of the date the absence begins and the expected date your child will return. Enrollment will be terminated if a child is absent for a period of 2 weeks or more, and no notice has been received or contact made by the family.

Tracking Procedure:

If your child is going to be absent from the program, please call and inform the center. If your child is being transported from the elementary school and does not arrive on a regular scheduled day, staff will notify parents or designated emergency contact if a child does not show up. If the child was in attendance in school that day and is not in the program, then a supervisor should be notified, and local law enforcement may be contacted. If a school or other program is delayed or canceled the child may be dropped off at the center by the parent/guardian. Your cooperation is important to help account for each child in the program daily. Time spent tracking absent children takes away from the time we can devote to the other children in the program.

NO CREDIT IS GIVEN FOR MISSED DAYS FOR ANY REASON.

Supervision

The Program requires teachers/childcare staff to be responsible for the safety of the children assigned to his/her care. No child shall be left alone or unsupervised.

The Program requires all staff to actively supervise the children in their care. Active supervision includes:

- Being able to see and hear the children
- Having an awareness of the activities of each child
- Standing in a strategic position in the room or on the playground to be able to see all the children.
- Scanning activities and circulating throughout the room or playground

*All teachers, Volunteers, and support staff have had Background Checks.

Health and Safety Policies

Illness- Our priority at Rosewood is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities; an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 101 or greater (taken under the arm), until 24 hours symptom free without fever reducing medication.
- **Signs/symptoms of a severe illness**, including lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and /or wheezing
- **Diarrhea** (not associated with diet changes or medications; multiple loose or watery instances within an hour; or accompanied with fever or vomiting) until diarrhea stops for 24 hours or the continued diarrhea is deemed not infectious by a licensed health care professional.
- **Vomiting** (one Instance) the child can return after vomiting has been resolved for 24 hours or until a health care provider determines the cause for vomiting is not contagious and the child is not in danger of dehydration
- **Severe coughing-** causing the child to become red or blue in the face or to make a whooping sound
- **Difficult or rapid breathing**
- **Yellowish skin or eyes**
- **Persistent abdominal pain** (continues more than 2 hours) or intermittent pain associated with fever or other signs/symptoms of illness
- **Mouth sores with drooling**, unless a health care provider determines the sores are not contagious
- **Untreated infected skin patches, unusual spots or rashes** until a physician determines that these symptoms do not indicate a communicable disease
- **Pink eye (Conjunctivitis_** after treatment has been initiated for 24 hours) redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching eye pain
- **Stiff neck with elevated temperature**
- **Evidence of untreated lice, Scabies, bed bugs** or other parasitic infestations after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend class
- **Unusually dark urine and or gray/white stools**
- **Impetigo**, 24 hours after treatment has been initiated
- **Strep throat**, 24 hours after initial antibiotic treatment and cessation of fever
- **Sore throat or difficult swallowing**
- **Chicken pox.** Until all sores have dried and crusted (usually 6 days)
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, 4 days after onset of rash
- **Hepatitis A virus**, 9 days after onset of symptoms
- **Measles**, 4 days after onset of illness

- Rubella, 6 days after onset of illness
- Unspecified respiratory tract illness accompanied by another illness which requires exclusion

A child who becomes ill while at Rosewood must be removed from the classroom to limit exposure of other children to communicable disease. An ill child will be sent to the nurse's station or office to wait for his/her parent to arrive. For this reason, we ask every family to make every effort to pick up a sick child as soon as possible.

Rosewood reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

A Communicable Disease chart is posted on site.

A person trained in the recognition of communicable diseases is always available and will observe each child daily as she/he enters the group.

Please contact Rosewood Learning Center at 937-872-9032 by 8:45 am whenever your child is ill,

Notice of Exposure & Reporting Disease

If your child is exposed to a communicable disease, a notice will be posted at the door to your child's classroom. Additionally, families who have provided an email address will receive email notification of the illness. If your child or anyone in your household becomes ill with a communicable disease, please notify the Director immediately.

In the event a child is reported to have a communicable disease, the Director will notify the health department.

The following guidelines are to be used to determine when your child can return to the center after an illness:

- 24 hours after the stool or urine has returned to normal color or consistency
- 24 hours after vomiting has ceased
- 24 hours after beginning antibiotic treatment for a positive throat culture
- 24 hours after beginning antibiotic treatment for conjunctivitis
- 24 hours after a child has been sent home due to illness
- Re-admittance of a child who has been ill shall be by verbal communication from the parent/guardian that the child has recovered from the illness
- At the discretion of the administrator, a doctor's written approval may be requested for re-admission
- A child's attendance at the center implies his/her ability to participate fully in his/her age group activities.

Hand Washing

Frequent hand washing with soap and warm running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as flu, diarrhea, and pink eye.

- Upon arriving at the center
- After using the restroom
- Before and after meals
- Before and after administering medication
- After handling bodily fluids (mucus, blood, vomit)
- After coming indoors from outside
- Before and after sensory table
- After handling pets
- After handling trash

Warm running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for 20 seconds, including the back of hands, between fingers, under nails, and under jewelry. A disposable paper towel should be used to dry and turn off faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

Medications/Ointments

Medications are to be administered to children in accordance with the Rosewood Learning Center's policy on Administering Medications and Ointments, hand washing Guidelines and individual state licensing regulations. Rosewood Learning Center permits the following designated staff members to administer medication to a child with a signed note from his or her parent/guardian and a written order from a physician when necessary.

- If the school nurse on staff is available, the nurse will be responsible for administering medication to the children as time allows. If the nurse is not present only the following persons can administer medications:
 - Director
 - Assistant Director
 - Lead Teacher

A parent/guardian may come to administer medication to his or her own child during the day. When possible, the child's physician should arrange a dose schedule that does not involve the hours the child is in the center. When a child is on a new medication, the first dose should be given to the child at home, so the parents/guardian can check for any side effects from the medication.

Note: If a parent comes to administer medication to their child it should be done in the nurse's station. All medication and devices/droppers are removed from the nurse's station before leaving.

The parent/guardian should complete the **Authorization for Administration of Medication** form for all types of medicine to be administered. Medication and the Authorization form should be dropped off at the front office.

The Five Rights of Medication Administration

Any person administering medication to a child must be knowledgeable in the Five Rights of Medication Administration and these must be checked each time a child is given medication in any form, i.e., oral or topical:

1. Right Child
2. Right Medication
3. Right Dose
4. Right Time
5. Right Method (i.e., orally)

When a parent brings a new medication to the center, to be certain that the child receives the correct dose while in our care, the parent should review with at least one of the medication administrators how to measure the proper dosage of oral medications. Parents should provide directions with any form of medication that requires special administration.

Completing the Administration of Medication Log

The Medication Log is to be completed by the Medication Administrator who should first verify that the medication is the correct one for the child and put a x in the column.

The Administrator should then receive verification from a co-worker stating that it is the correct medication and dosage for the child and the co-worker will sign his/her name in the Co-worker

Verification column. Upon completion of administering the medication, the Medication Administrator signs the signature column using his/her full name.

The Medication Administrator should record every instance of medication administration on the **Administration of Medication Log**. All required dosages must be accounted for on the **Administration of Medication Log**. If a dosage is missed while at the center/school, if a child is absent or has left early or if a parent/guardian has come to the center/school and administered the medication, this must be noted on completion. This form should be filed in the child's record. Return all unused medication to the parent/guardian.

Storage of Medications

All medications must be kept in the nurse's station in the Red locked medical cabinet in the Nurses Station. This includes insect repellants. Sunscreens do not need to be in a locked container but must be out of the reach of the children. Medications requiring refrigeration must also be kept in a locked container in the refrigerator even if the refrigerator in the kitchen is not accessible to children.

If a child has an EpiPen for allergic reactions, it should be out of the children's reach but in a prominently marked, easily accessible area within the child's classroom. All EpiPen's should be labeled with the child's full name. If the child's allergy is to bees, the Lead teacher will take the EpiPen stored in a Red medical Fanny Pack which the teacher will wear on the playground, walks, field trips. The same system applies to other life-threatening conditions such as diabetes. **These medications should not be in a locked area.** In addition, the expiration dates of stored medications such as these should be checked at least twice a year during August and February (Health and Safety and Emergency Preparedness months).

Requirements for Administering Prescription Medications

Before the center can administer any prescription medication to a child, Rosewood Learning Center requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide:

- A completed **Authorization for Administration of Medication** form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.
- The medication, which should have a current pharmacist's label that includes the child's full name, dosage, current date, time to be administered, and the name and telephone number of the physician. All medication should be provided in the original container.
- A medication spoon/device for any Liquid medication labeled with the child's name
- Any unused prescription medication will be returned to the parent/guardian at the end of the time stated on the **Authorization for Administration of Medication/medication label**.

Note: A new **Authorization for Administration of Medication** is necessary each time a medication is prescribed, the dose is changed, or the frequency of administration is changed, however it must be updated at least every six months if none of the prior has occurred. This is true for any ongoing medications such as nebulizers, insulin, or allergy medications such as an EpiPen.

Children with chronic illnesses such as diabetes or asthma or those children with unusual circumstances, i.e., monitors or catheters, must have a care plan on file from their physician. Additionally, training by a medical professional should be arranged for staff as necessary depending upon the situation. Such training is also required for the administration of unusual medications such as insulin shots, medication not typically prescribed for children of that age (ADHD medications).

Note: All authorizations, both prescription and non-prescription must originate from the child's health-care provider. An **Authorization of Administration of Medication** written and signed by the parent/guardian who is also a physician is not acceptable.

Requirements for Administering Non-Prescription Medications

Before the center can administer any non-prescription medication (e.g., Tylenol; Orajel, or any like product, which although it is a topical anesthetic, is considered an over the counter medication (OTC) rather than a topical ointment) to a child, Rosewood Learning Center requires written authorization signed by parent/guardian on the day that the medication is to be given, specifying the dosage, time, and reason. A parent/guardian's note will not be valid for more than three consecutive days. The parent/guardian should provide

- A completed **Authorization for Administration of Medication** form specifying the dosage and the time(s) the medication should be administered.
- The medication, which should be provided in the original container with a legible manufacturer's label. The expiration date specified on the label should still be valid, and the child's full name should be written on the container.
- A medication spoon/device for all liquid medication labeled with child's name

If a medication is not recommended for the age of the child or the label recommends consulting a physician for children under the age of that child and/or the parent/guardian is requesting that the center administer a higher dosage than what is recommended, Rosewood Learning Center requires a written order from the child's physician.

For any non-prescription medications to be administered for more than three consecutive days, Rosewood Learning Center requires a written order from the physician, including the child's name, dosage amount, current date, time(s) to be administered, duration of administration, and the name and telephone number of the physician.

As needed medications must list the reason to give the medication and the dosage and be given according to the instructions on the medication label or instructions provided by the child's physician, in writing. As with any other medication, it must have a start and end date, and be written for no longer than **90 days**. The parent must be notified each time the medication is given.

Topical ointments such as Orajel applied to open, oozing sores should be applied using gloves and proper hand washing.

Note: Center faculty cannot administer acetaminophen or other fever reducing medicines so that a child can remain at the center. The Center can administer fever-reducing medicines, at the parent/guardian's request, to a child while he or she awaits the parent/guardian's arrival if written authorization from the parent/guardian and/or physician has been provided. The child cannot be readmitted to the center until the **Authorization for Administration of Medication/medication label**.

Requirements for Administering Non-Prescription Topical Ointments

Before Center faculty can administer any non-prescription topical ointments (e.g., Sunscreen) to a child, Rosewood Learning Center requires written authorization signed by the parent/guardian. The parent/guardian should provide.

- A complete **Authorization for Administration of Medication** form specifying the dosage and the time(s) ointment should be administered.
- If appropriate, a completed **Sunscreen and Insect Repellent Permission Slip** form with any special instructions noted.

- Ointment must be labeled with child's full name.

Note: If the topical ointment (including sunscreen and insect repellent) is not designated for use for children on the label, a doctor's signature is required, and the ointment is to be logged on the **Administration of Medication Log**. Ointments designated for use for children on the label do not need to be logged.

When applying any type of ointment to a child with open, oozing sores and when applying oral ointments, this should be done using gloves and proper hand washing.

Duration of administration cannot exceed **90 days** for all non-prescription topical ointments except for sunscreens, and insect repellants. Duration of administration cannot exceed one year for the sunscreen and insect repellants.

Note: All staff may apply non-prescription topical ointments to children; non-prescription topical ointments do not need to be verified by a co-worker. Must be applied with gloves.

Requirements for Administering Homeopathic/Herbal Medications

Before center staff can administer any form of homeopathic or herbal medications, Rosewood Learning Center requires written authorization signed by the parent/guardian as well as a written order from the physician. The parent/guardian should provide.

- A completed **Authorization of Administration of Medication** form specifying the dosage, the time(s) the medication should be administered, start and end date, method and the physician's signature.

Prescription and over the counter medications must be given to a staff member in the original container, clearly labeled with the child's full name and birth date. Rosewood staff will not administer any medication without a signed Medication Authorization form. Forms can be obtained from the office. Medications are stored in a locked box (refrigerated medications) or in a Red locked cabinet (non-refrigerated medications) while in use at Rosewood. The Medication Authorization Form must always remain with the medication. Unused medications must be immediately returned to the family and will not be stored at Rosewood.

Medications are administered only by Lead Teachers, Director/Assistant Director or school nurse. When medication is given, the person must document the type of medication administered, the dosage, and the time it was given.

Physicals and Immunization Records

Each child must have a current physical and immunization record on file at Rosewood. The physical on file must be updated at least annually. Immunization records must be updated whenever a new immunization is received.

Documentation of Accidents/Incidents

Staff members shall document accidents and incidents that occur at Rosewood using an Accident/Incident Report. All biting incidents will be documented as accidents. If a biter breaks the skin of another child, an accident/incident report needs to be completed for the biter as well as the child who was bitten. Great details will be given explaining the event but will never include other children's names.

If the injury is serious, a parent will be contacted for pickup. The parent will need to sign the report the same day as the incident. A copy may be given to the parent. All Accident/Incident reports must be given to the Director/Assistant Director to be placed in the child's permanent file.

Documentation of Allergies

A child with allergies will have an Allergy Action Plan posted in child's classroom. If the allergy is food related, an Allergy Action Plan will be posted in the kitchen as well. All staff working in the child's classroom will review the plan to ensure understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

Documentation of Special Health Care Needs

An Emergency Care Plan will be on file for any child with special health care needs (seizures, etc.) A copy of the Emergency Care Plan must be kept in the child's classroom in an emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

Emergency Medical/Dental Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both parents as well as the individuals authorized to pick up a child in the event of illness or emergency. In addition, the form allows Rosewood Learning Center staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and make corrections to the information when necessary.**

- If a child becomes ill or injured after arriving at the center, the Office Secretary or Director will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called
- Children who are ill or seriously injured will be sent to the office or nurses' station and remain there until a parent arrives

If child requires immediate medical attention:

- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parent Consent Form'
- The Director or Assistant Director will contact the parent(s)

Tobacco Use

Cigarettes and smokeless tobacco products are prohibited on Rosewood Learning Centers premises, including parking lots and outdoor play areas.

Access Policy

Any person in the center who is not an owner, staff member, substitute, or subcontracted staff or volunteer who has had a background check and approval to be involved with children **shall not** have unrestricted access to children for whom that person is not the parent, guardian or custodian, nor be counted in the staff to child ratio. **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child's care.

Persons who do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member always and will not be allowed to assume any childcare responsibilities. The primary responsibility of the supervision and monitoring will be assumed by the Lead Teacher.

Center staff will approach anyone who is on the property of the center without their knowledge will be asked what their purpose is for being there. If a staff member is unsure about the reason, they will go to the Director or Assistant Director to get approval for the person to remain on site. If it becomes a dangerous situation, staff will follow the “Dangerous Adult” procedure. Non-agency persons who are on the property for other reasons such as maintenance, repairs, etc., will be monitored by staff closely and will not be allowed to interact with the children on the premises.

Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children’s self-control, teach children responsibility and help children make thoughtful choices. The most effective caregivers are those that encourage appropriate child behavior, and this will reduce the time and effort adults will spend correcting children’s misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child’s self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child’s efforts and progress, no matter how small, are likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. Rosewood staff will use **only positive guidance techniques**.

When interacting with children, staff should ask themselves the following questions:

“Am I...”

- Validating feelings?
- Asking open ended questions?
- Encouraging problem solving?
- Respecting children’s choices
- Using praise and positive reinforcement?
- Talking with children-not at them?
- Circulating throughout the classroom?
- At the child’s eye level?

Reasons for misbehavior

If caregivers understand why children misbehave, they can be more successful at reducing behavior problems. Listed here are some of the possible reasons why children misbehave.

- Children want to test whether caregivers will enforce the rules
- They experience a different set of expectations between school and home.
- A child does not understand the rules, or is held to expectations that are beyond their developmental levels
- They feel ill, bored, hungry or sleepy
- They lack accurate information and prior experience
- they have been previously “rewarded” for their behavior with adult attention

Preventing Misbehavior

Child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. However, there are many positive steps caregivers can take to help misbehavior.

- Set clear, consistent rules (e.g., walking feet; gentle touches)

- Make certain the environment is safe and worry-free
- Show interest in the child's activities. (e.g.; participating in activities with the children so they stay interested in longer periods)
- Encourage self-control and independence by providing meaningful choices. (e.g.; "You May pick up the blocks or art center.")
- Focus on the desired behavior, rather than the one to be avoided. (e.g.; "Ashley, please use gentle words)
- Build children's images of themselves as trustworthy, responsible and cooperative
- Give clear directions, one at a time
- Say "Yes" whenever possible
- Notice and pay attention to children when they do things right. (e.g.; "Joey is playing so nicely. I like it when you help put the blocks on the table.")
- Encourage children often and generously
- Set a good example. (e.g.; using a quiet voice when children should be quiet)
- Help children see how their actions affect others.

Responding to Misbehavior

Below are strategies Rosewood staff will use to respond to child misbehavior. Remember however, that it's always a good idea if rules are explained fully and clearly understood before misbehavior occurs. Whenever possible, involve children in making the rules for the classroom.

- **Redirection**
This strategy should be used most frequently when working with young children. If a child is not following the rules or being uncooperative, quickly get the child's attention and introduce another activity. For example, "Kate, please help me water the flowers now. You've been riding the bike for a long time and its now Logan's turn."
- **Logical consequences**
These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution**
If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him you were not his friend anymore. Please come and apologize and help me make him feel better."
- **Natural consequences**
Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her book back in the school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. *Only use natural consequences when they will not endanger the child's health or safety*
- **"Take a break" or "Calm down chair"**
In some instances, a child may need to be removed from a situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on

her or his behavior from others. Once a child has calmed down, staff should talk with the child about the actions that led up to and resulted in needing the break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit Johnny, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the Director.
2. The Director will observe the child and meet with the Lead Teacher to develop a behavior management plan.
3. The behavior management plan will be discussed with the parent and then put into practice.
4. The Director, Lead Teacher and parents will evaluate the behavior management plan, and if needed, adjustment will be made.

***If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly from the program for a period of time or permanently.*

Useful Phrases

The following phrases are useful when problem-solving with children.

Instead of – "No" or "Don't"

Say- "Please stop", "I don't like that", "That's not ok", or "That is not a good choice".

Instead of – "That's not nice"

Say- "That's not ok", "Please use gentle touches", or "That hurt Jordan"

Instead of – "No running"

Say- "I need you to use your walking feet" or "You may run when we go outside"

Instead of – "Stop crying"

Say- "I need you to use your words to tell me what is wrong"

Instead of – "Can you put away your toys?" (if this is not a choice, do not pose it as a question)

Say- "You may help me pick up the blocks, or help Alyssa pick up the puzzles"

Instead of – "I said yes" (when a child tells you no)

Say- "No is not a choice, I need you to....."

Biting Policy

Biting is a behavior that usually appears between the ages of 1-3 years of age. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. There are a variety of strategies we implement at Rosewood to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting, Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration toward the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.

- Appropriate first aid will be provided to the child who is bitten. The bite will be washed with soap and water, cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

It is important to explore the reason for biting when it occurs, Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reason for biting. Examples of triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior.

1. The teacher will examine the context in which the biting is occurring and look for patterns
The following questions should be asked"
 - Was the space too crowded?
 - Were there too few toys?
 - Was there too little to do or too much waiting?
 - Was the child who bit getting the attention and care he/she deserved at other times?
2. The teacher will change the environment, routines or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and Director and /or Assistant Director will meet regularly to regulate an action plan and measure outcomes.
7. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

All information is confidential, and names of the children involved in the incident are not shared between parents. In addition, biting is always documented on an Incident/Accident Report which is completed and signed by a teacher and parent. A copy is provided to the parent and the original kept in the child's permanent enrollment file in the office

Disenrollment Policy:

The staff of Rosewood Learning Center seeks a solid partnership with our families as a basis for the children's success within the program. It is only on rare occasions that a child's /family's behavior may warrant the need to find a more suitable setting for either a short term or permanent basis. We will do everything possible to work with you to avoid a child's disenrollment from the center. The following reasons why we would have to dismiss a child or family from the center:

Parental Actions:

- Non-payment of childcare/preschool tuition or continually late on payment
- A parent refuses intervention for their child that is required by the center as a condition of continued enrollment
- A parent/guardian is physically or verbally abusive or intimidating to center staff, children, other parents, or anyone else at the center
- Failure to follow center policies and procedures

Child's Actions:

- Ongoing physical or verbal abuse of staff or other children
- Child unable to adjust to group care after a reasonable amount of time
- Child repeatedly runs out of the classroom, and/or out of the center

*In extreme situations, the parent may be called to remove the child from the program for the remainder of the day. Parents will be notified **immediately** to pick up their child. A meeting will be scheduled between parent(s), child and teachers to discuss the child's behavior and the consequences of the behavior. The staff/administrator and the parent will work together to plan for helping the child when he/she returns to the program.

Adult Conduct Responsibilities:

Children need a safe and secure environment to grow and flourish. Children deserve respectful, nurturing responses from all the adults in their environment. Therefore, all adults, parents, guardians, teachers, and support staff will adhere to the following code of conduct while on the premises of Rosewood Learning Center. Children shall not be exposed to inappropriate language, conversations, or behavior by the center employees, parents or media.

Failure to comply with these expectations will result in the termination of services to a family. All staff receives and acknowledges policies on discipline upon hire.

- Parents/guardians may not hit/spank their child on the premises of the center
- Parents/guardians may not speak in an intimidating tone, or use threatening speech or any obscenity when speaking to any child including their own or when addressing a staff person
- Parents/guardians may not discipline or interfere with the discipline of any child/children other than their own.

Mandated Reporting of Abuse:

In Ohio, childcare centers' administrators and employees are "Mandated Reporters" of suspected neglect, physical or sexual abuse of a child enrolled in the center. The staff maintains current training certification in the Recognition of Symptoms of abuse, the Administrator/Director and the agency's Child Advocate will be notified. The suspected symptoms are documented, and a report of suspected abuse will be made to the Child Abuse Hotline (1-855-642-4453), as required by law, under Section 2151.421 of the Ohio Revised Code. The Administrator will call in reports or be present when a staff member files a report.

Parents who suspect that their child is being abused should report their suspicions to the Hotline. Communication with the agency administrator is encouraged so that an internal inquiry can be conducted, to protect all children enrolled in the center. The program reports abuse/neglect complaints to the Ohio Department of Job and Family Services, Child Care Licensing Section.

Home and School Partnership-

Each family is strongly encouraged to schedule a time with the Director to complete a "New Family Orientation." This orientation is a great time for parents to drop-off routine care items as well as an opportunity to ask any question you may have.

Room Transitions-

Your child will transition to a new classroom when he/she has reached a developmental milestone for a classroom. As the time for a transition to a new room approaches, you will receive a letter containing information about your child's transition into his/her new classroom. Both your child's current and future teachers are available to address any questions or concerns you have during the transition process. Before transition into a new classroom has been completed, parents are encouraged to schedule a meeting with the new teacher to familiarize themselves with the new classroom, children, and curriculum.

A written transition agreement between the parent/guardian and the center will be developed and signed by the parent/guardian. This agreement will include the beginning and ending date of the transitioning period as well as the transitioning schedule that will follow.

Parent Participation-

Parents participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's Rosewood experience:

- Field trip transportation and supervision
- Leading or assisting special projects or holiday parties.
- Construction or collection of raw materials for art projects, dramatic play props, etc.

- Helping serve lunch/lunch duty
- Volunteering in the classroom
- Playground duty

Parent-Teacher Conferences

Parent-teacher conferences will typically be held twice per year, as well as each time your child transitions classrooms. The goal of the parent-teacher conference is to gain insight into your child's development both in the center setting as well as the home setting. During conferences, your child's development and any goals you may have for your child will be discussed.

Program Evaluations

Rosewood asks parents to complete a program evaluation annually. The information gathered from these anonymous surveys is used by the staff to develop goals for our center to improve the overall quality of care at our center. A parent's point-of-view is different from a teacher's point-of-view. Therefore, parent feedback on the program evaluations is very important to the success of our program and satisfaction of our family.

Questions/concerns

If you have a question or concern, do not hesitate to bring it to the attention of the teacher most directly involved. If the concern is not resolved, the director, Vicky Rose can be reached at 937-626-3244 or by email at rosewoodlearningcenter@gmail.com. The director is available to assist parents and staff in resolving concerns.

Rates and Fees

State Licensed Preschool/Childcare For Children 2 ½ -4 th grade	Payment is due by the 25 of each month for the upcoming month. A late fee of \$20.00 per week per child will accrue.
Preschool Classes M/W/F or T/T or M-F	Full week 4 days 3 days 2 days (preschool only)
Preschool ½ day am 9:15-12:15pm \$6.00 an hour for care before or after preschool any part of an hour will be charged at full hour rate.	\$345.00 \$305.00 \$265.00 \$225.00 (Monthly) \$25.00 additional monthly fee if child is not completely potty trained
Preschool 9:15am-2:45pm full day	\$555.00 \$455.00 \$355.00 \$255.00
Family discount 20% second child	Discount applies to lower tuition rate
Preschool included – care available 6:00am-6:00pm childcare up to 10 hours daily	Weekly tuition due Monday of each week in advance for the upcoming week Full week 4 days 3 days 2 days (2-day minimum)
Preschoolers 2 ½- 5 not attending kindergarten	\$155.00 \$130.00 \$100.00 \$75.00 \$6.00 an hour
Before and After school (up to 6 hours daily)	\$75.00 \$65.00 \$55.00 \$45.00 \$6.00 an hour
Snow days-Closings for school age children	\$45.00 per day
Summer Program	\$155.00 \$130.00 \$100.00 \$75.00 (2 day min.)
Drop-in care	\$55.00 per day
Registration Fee: Yearly	New Students \$100.00 Family- \$150.00 re-enrollment \$50.00 Family- \$75.00
Preschool book/activity fee: Yearly	\$85.00
Meals and snacks included in tuition	Additional fees for field trips, Webby Dance

*Each family is asked to send in snack items the beginning of each month- 1 container of 100% juice, 2 snack items such as cheese sticks, yogurt, pretzels, cookies, crackers, seasonal fruit-i.e.

Meals: Breakfast will be served at 6:15-7:15 am. Am snack will be served at 9:30-9:45am. Lunch will be served at 12:15-12:45pm. Pm snack will be served at 2:45-3:00pm- afterschool snack- 3:45-4:00pm for children attending the before and after school program.

Payments

1. Tuition fees are payable in advance and are due the 25th of each month for the upcoming month. If weekly payments are made, they must be paid by the Friday before the upcoming week. Make sure that your child's name accompanies all payment, especial if you pay with check or if you and your child have different last names. Please explain what a payment covers, especially when the amount differs from the usual amount. Payments may be made with the center's Director/Assistant Director. If no one is available, please put in the black lock box located in the entrance in the front lobby. A receipt will be issued for the tuition and placed in the child's folder. Checks should be made payable to Rosewood Learning Center. Payments can also be made through Brightwheel.
2. A late payment fee of \$25.00 will be added to all accounts not paid accordingly. Excessive late payments will result in your child's disenrollment from the center.
3. There is a \$35.00 charge for any non-sufficient fund checks. Returned checks will result in payment only being accepted by money order only.
4. No refunds are given for absences due to illness, federal holidays, snow/storm closure days, the day after Thanksgiving, The day before and after Christmas, New Year's Day, Good Friday, the 2 staff in-service days, or personal reasons. In the unusual event that the Center has a closure day due to snow, a message will be sent through Brightwheel to inform you of the closure.
5. Full Tuition is charged for holiday weeks.
6. There is a 20% discount for the second child's tuition, when there are two or more children from the same family attending full time, or one is full time and the other is four or more hours per day in the school age room.
7. Registration form and Parent Agreement must be filled out and handed in before a child enters care. Medical statement must be filled out within 14 days of enrollment. For help in our photocopy process, please write legibly and use black ink.
8. Using a credit or Debit card will result in an additional 5% processing fee.
9. A late fee of \$1.00 per minute, per child will be charged when a child is picked up after 6:00 pm the late fee is payable with CASH directly to the teacher at the time of late pickup.
10. Notices of withdrawal from the Center must be given two weeks in advance of the last scheduled day of enrollment. If the two-week notice isn't provided you are subject to being charged for the following two weeks. All classroom spaces must be filled year- round to meet the program's financial obligations. Any child withdrawn can re-enter the program only if an appropriate age group space is available. No space can be held for a child.
11. If a full- time family would like to enroll at capacity for each room the first enrolled part time family will be given an option to enroll full time or forfeit your position.
12. Registration fee is due yearly- New Students \$100.00 Family- \$150.00.
Reenrollment- \$50.00 Family \$75.00
Book fee/activity fee is due yearly \$85.00 per child

Emergency Procedure

It is important that parents complete and update, as needed, an Emergency Contact and Parental Consent Form. This form contains contact information for both parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, the form allows Rosewood Learning Center staff members to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and make corrections to the information when necessary.**

- If a child becomes ill or injured after arriving at the center, the Office Secretary or Director will attempt to contact the parent(s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons on the Emergency Contact & Parental Consent form will be called
- Children who are ill or seriously injured will be sent to the office or nurses' station and remain there until a parent arrives

If child requires immediate medical attention:

- The staff member who witnessed the emergency will remain with the injured child and instruct someone else to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's physical exam, immunization records, and Emergency Contact & Parent Consent Form'
- The Director or Assistant Director will contact the parent(s)

Fire, Tornado, Bomb or other Emergency Situations

Fire regulations and tornado warning procedures are posted near the exits in each classroom. Fire and tornado drills are conducted each month, all classrooms are required to participate.

In the event of a fire the children and teachers will immediately leave the building and meet at the back along tree line/wooden fence by Jamestown Market. In case of tornado warning the children and teachers will line the hallway and into the children's restroom. If case of a bomb threat/active shooter children and teachers will leave the building at the nearest exits and go to the Hardware store. Parents will be called as soon as safely possible following an emergency situation.

For the safety of the children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency.

Blizzard/Severe Winter Weather

The Director and/or Assistant Director will monitor the weather and local news stations throughout the day to determine when it is appropriate to close the center early or cancel care for the following day. The Director or School Secretary will inform families of the situation. Routine classroom activities will continue until parents arrive. Preschool follows Greeneview's severe weather cancellations. Childcare cancellation at a level 3 advisory unless notified.

Weather-related closings

Rosewood Learning Center will remain open during most severe weather for childcare. Preschool will close when Greeneview Public schools close. The Director and /or Assistant Director will monitor the weather and local news stations to determine when it is appropriate to close the center early or cancel care for the following day.

If Rosewood Learning Center closes early or cancels care for the following day, parents will be contacted and informed of the situation. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel home safely. Families will still be charged during weather closings.

Missing or Abducted Child

- In the event of a missing child, the Lead Teacher will search for the child in the immediate area, while another staff member calls the Director to help with the search.
- If the child cannot be found in a reasonable amount of time, the Director/or Assistant Director will notify the Jamestown Police Department- 911/937-675-4111
- In the event of an Abducted child, the Director will **IMMEDIATELY** contact the Jamestown Police Department and the child's parent.

Power Failure

Staff members and children should remain in the classroom and if possible, proceed with activities as usual, or may go to the outdoor playground until power resumes.

If the power cannot be restored within a reasonable amount of time, the center will close, and parents will be contacted.

- Director or school secretary will contact parents to inform them of the closing and of the need to immediately pick up their child.
- Activities will resume as much as possible until parents arrive.

No Weapons are permitted on School property.

Custody Situations:

There are several types of situations when custody can be an issue. The following procedures and/or documentation will be required:

1. Biological Parents were married and now divorced.
The site Administrator shall be provided with a copy of the divorce decree and any related documents which should specify the parent's rights regarding the child or children.
2. Biological Parents were never married.
Absent a Court Order the father has no rights to visitation pursuant to Ohio Law. If a father request visitation, it may be granted only upon providing a copy of the Court Order authorizing visitation or with the written consent of the mother.
3. Biological Parents are married but divorce action has been filed.
Parents have equal rights to visitation and custody barring the providing by one or the other if a Court Order specifying the rights of a parent.

Married Parents will be provided equal access to all records, including financial records.

If parents are not married, the program must: a) be provided with a copy or an order or decree, or modification of such an order or decree allocating parental rights and responsibilities for the care of the child; and b) a parent of a child who is not the residential parent of the child is entitled to and will be given the same access as the residential parent to any records that is related to the child, including invoices and financial records, unless the order or decree states otherwise.

Whenever an order or decree allocating parental rights and responsibilities for the care of a child is issued and the order or decree pertains to a child who is a student of Rosewood Learning Center, the residential parent of the child shall notify the program of those allocations and designations by providing the program with a copy of the order or decree that makes the modification.

If no order or decree is provided to the program. The program shall provide equal access to records related to the child, including invoices and financial records to all persons identified on the enrollment form as a parent or guardian.

Center Parent Information- ODJFS

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing childcare are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's service agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for contacting their children, evaluating the care provided by the center or the evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request form the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act or 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

If you have any questions, concerns, or suggestions please feel free to ask. Making your child/ren's preschool experience a happy one is our top priority and goal as early childhood educators. Our desire is to have a very open and honest communication between us and to partner with you in teaching your child. Once again if you have any questions concerning this handbook or the programs offered at Rosewood Learning Center do not hesitate to contact us.

From the Director and staff at Rosewood Learning Center.